



## **Job Description**

<b>Job Title:</b>	<b>Programmes Assistant</b>
<b>Department:</b>	Programmes
<b>Reporting to:</b>	Programme Officer and Manager
<b>Responsible for:</b>	
<b>Job Purpose:</b>	To support the Programme Officers in developing Lonely Orphans's Programmes based on Lonely Orphans' strategic priorities. To assist the Programme Officers in delivering, monitoring and evaluation of the programmes. To assist the Programme Officer in developing suitable proposals for funding.

### **Main Responsibilities**

1. To assist the Programme Officer in reviewing and revising all programme strategies.
2. To assist the Programme Officer in developing suitable proposals for funding.
3. To identify suitable partners on the ground in field offices and non-field offices to involve in the proposal development.
4. To ensure adequate information flow on project activities to all concerned.
5. To assist the Programme Officer in identifying and preparing case studies and reports for use in promotional material.
6. To assist the development of Lonely Orphans' emergency response strategy with close collaboration of experts within the sector.
7. Working on the Orphans Sponsorship data and process, helping to streamline the information for accurate reporting.
8. To assist the Programme Officers in drawing up the emergency situation and ensure that situation reports are provided regularly in any emergency response matter, in the form of assessment reports, proposals, implementation reports and emergency updates.
9. To assist in developing Lonely Orphans' Disaster Preparedness and Response Plan and Rapid Response protocols within the organisation.
10. To assist in developing Lonely Orphans' strategy to respond to disasters where Lonely Orphans do not have any field presence.
11. To liaise with partner organisations and beneficiaries to ensure all project outputs are met.
12. To ensure all project systems and procedures are followed and contract documentation is completed on time and in line with funder requirements.
13. To finalise funding proposals and reports to the highest standards and to the funder's requirements.
14. To ensure all contract documentation is filed appropriately, completed and submitted on time and in line with funder requirements.



15. To visit field offices and partners in non-field office countries to ensure the delivery of our programmes and to evaluate existing programmes recommending modifications and advice for new programmes.
16. To manage country feedback based on Lonely Orphans' programmes and act to make improvements as necessary.
17. To manage internal website content to update Lonely Orphans staff on projects.

### **Other Responsibilities**

1. To comply with all policies, procedures, legal and regulatory requirements.
2. To hold a valid passport and be willing and able to travel extensively and at short notice.
3. To have the flexibility to work additional hours as necessary to fulfil the requirements of the role and meet the business needs.
4. To be responsible for health and safety in the area of his/her control and ensure that he/she is familiar with Lonely Orphans' health and safety at work policy.
5. To respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment.
6. The post holder may be required to apply for a Disclosure check.
7. Any other duties commensurate with the accountabilities of the post.



## Person Specification

Key:      **Qualification (Q)**                      **(S) Skills**  
             **Experience (E)**                            **(C) Commitment**  
             **Knowledge (K)**

	Specification	Essential	Desirable
<b>(Q)</b>	a. Qualified to a degree level, ideally in Geography/International Development.		✓
<b>(E)</b>	a. Experience of working with international programmes in an NGO setting. b. Experience in programme development, monitoring and evaluation. c. Experience of conducting needs assessments.		✓ ✓ ✓
<b>(K)</b>	a. Knowledge and understanding of international programme implementation. b. Knowledge of the charity sector.	✓	✓
<b>(S)</b>	a. Good leadership and people management skills. b. Fluent written and spoken English. c. Good IT skills. d. Report and proposal writing skills. e. Complex problem solving and decision-making skills.	✓ ✓ ✓ ✓ ✓	✓
<b>(A)</b>	a. Ability to work in a systematic and methodical manner. b. Ability to work well on your own initiative. c. Ability to work flexibly, under pressure and adapt to change.	✓ ✓ ✓	
<b>(C)</b>	a. Flexibility to work additional hours as necessary to fulfil the requirements of the role and meet the business needs. b. Commit to withhold the integrity and standards of Lonely Orphans and its values.	✓ ✓	